



# ASSISTANT REGISTRAR OF VOTERS

REGISTRAR OF VOTERS

Anticipated Hiring Salary Range: \$150,000 - \$160,000

# THE POSITION

## ASSISTANT REGISTRAR OF VOTERS

The Assistant Registrar of Voters is an executive management position reporting to the Registrar of Voters (Director). The Assistant Registrar assists the Registrar in managing the overall responsibilities and activities of the Department to include providing eligible citizens of San Diego County with widespread and ongoing opportunities to register and vote in fair and accurate elections for all federal, state and local offices and measures; and provide access to the information needed to utilize the initiative, referendum, and recall petition processes.



## ASSISTANT REGISTRAR OF VOTERS DUTIES INCLUDE:

- Assists in planning, directing, coordinating, and evaluating the activities of the Department.
- Assists in the planning, implementation, and evaluation of policies and programs.
- Advises the Director on policy and program development.
- Identifies problems and formulates appropriate solutions.
- Collaborates with the region's political jurisdictions, elected officials, County departments, community-based organizations, business, and/or election advocacy groups, as well as a myriad of stakeholders regarding the administration of elections.
- Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, training and day-to-day management practices that support the department's mission, objectives, and service expectations; participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Presents reports, recommendations, and information to the Board of Supervisors and other citizen/community groups.
- Assists in developing the department's annual budget, and monitors revenue and expenditure transactions.
- Serves as the liaison with public and private agencies, and provides information to County departments, the public, and agency representatives on departmental initiative activities.
- Acts in the absence of the Registrar.



# THE IDEAL CANDIDATE

The ideal candidate for this position will have sound decision-making skills in election administration, as well as organizational and political acumen in order to advise and provide direction for ROV programs and services. Candidates familiar with election administration principles, campaign finance, election technologies, voting procedures, and federal and California election laws are preferred.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong consensus-building skills while developing and maintaining long-term effective working relationships with internal and external partners, stakeholders, and the community
- Highly effective communication skills, with the ability to relate to a wide range of styles and personalities of staff and various stakeholders with diplomacy and tact
- Strong analytical and innovative problem-solving skills, analyzing and integrating data from many sources to make informed decisions and recommendations
- Demonstrates collaboration and diplomacy while engaging with stakeholders, including political parties, advocacy groups and observer organizations
- Meet deadlines despite rapidly changing priorities
- Calculated judgment with consideration of political impacts
- Detail-oriented while maintaining a global perspective
- Forward-thinking approach to challenges and opportunities
- Ability to develop and implement policy and procedures related to the Department
- Current technology and trends in the election administration

## ABOUT THE DEPARTMENT

The Registrar of Voters (ROV) is entrusted with providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. With a current registered voter population of nearly 2.0 million, the Department is one of the top 10 largest election jurisdictions in the country. The Department works to ensure widespread, ongoing opportunities to register and vote in fair and accurate elections for all federal, state, and local offices and measures. The ROV is also responsible for providing access to the information needed for citizens to engage in the initiative, referendum, and recall petition processes.

To ensure these critical services are provided, the ROV has a staff of 69 and a budget of \$29.5 million.



# SALARY & BENEFITS



## COMPENSATION:

**\$150,000 - \$160,000 Annually.**

Annual salary reviews are performance-based and goal-oriented.

## BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death / Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



*The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.*



The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information, please visit [www.livewellsd.org](http://www.livewellsd.org).



# HOW TO APPLY

## QUALIFIED CANDIDATES WILL POSSESS:

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND five years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four years of management level experience and at least one year of supervision.

**Note:** A master's degree or higher degree may substitute for a total of one (1) year of experience and cannot be applied to the required one year of supervision.

Applications and résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the link for jobs, and click on the job number **21223311U**. An evaluation panel will convene to review submittals and identify top competitors to be considered for further evaluation.

This recruitment closes on **January 7, 2022**. A first review of applications will be the week of **December 21, 2021**. Interested individuals are encouraged to apply as soon as possible.

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Michelle Kensinger, Executive Recruiter, Department of Human Resources at [Michelle.Kensinger@sdcounty.ca.gov](mailto:Michelle.Kensinger@sdcounty.ca.gov).

Questions regarding the position or department should be directed to Shontay Turner, Finance and General Government Group Human Resources Director, at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).